

ARMED FORCES MEDICAL LIBRARY NEWSLETTER

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Finding the Library

Need ready access to library phone numbers? Stop by and pick up a card for your Rolodex that has all the library phone numbers, e-mail address, and Web site. This handy card will keep the data at your fingertips!

Need a Way to Make Your Work Life Easier? Try the Library!

Tell us what's important to your work and we will help you accomplish your need. We will help you get your job done as quickly and efficiently as possible. How? We can provide you with information relevant to your topic so you can see what is already available as well as keep you updated on recently published information. Speak to one of the reference librarians about having a search run and delivered to you electronically on your topic. If you only want to know what's recently been written on your topic, we can do an "SDI", which stands for selective dissemination of interest or an "Alert." A search can be set up to run either every two weeks or every month, depending on how often you need the information

Visit the Library - Or Have the Library Visit You

Many times people are so busy or overwhelmed with information and things to do while in-processing, they may not remember everything they heard about how to use the library or what it can do for them. People collect a mountain of paper and brochures when joining their new organization and some of this paper can get lost despite one's best filing intentions. If this sounds familiar and you'd like a library refresher when you have more time, please stop by or call the library to set up a re-orientation meeting. We would be delighted to have more time to introduce you to the library, its services, discuss any special concerns or projects you have. Remember, our goal is to make your work life easier.

Are you more interested in a group exercise? Invite us to your department, staff meeting, or arrange to come to the library and we can do a group orientation about services available at the library. If you would like us to tailor our talk to your specific section needs, it would be good to provide us with the request in advance. We can prepare a bibliography of resources the library owns specific to your section's needs, which may be more relevant than a generic presentation.

PsycINFO and PsycARTICLES Move to OVID Interface

If you've been used to searching PsycINFO and PsycARTICLES on the library's EBSCO platform you may wonder why you can't find them now. We haven't dropped the databases, just opted to change vendors. PsycINFO and PsycARTICLES are now available on the OVID platform. OVID has chosen to merge PsycARTICLES, which contains the full text of some of the PsycINFO journals, in with the PsycINFO database so you don't have to opt to search it separately.

New Look for OVID Database Menu

When you login to the OVID database you will probably notice the menu looks a little different. We decided to go with a cleaner look on the list of databases you see by combining some of the Ovid MEDLINE ® segments. You haven't lost any of the MEDLINE ® database access, it just looks cleaner on the screen. Instead of having to choose multiple databases to search the year range you need, you can enter the year range you want to search from the publication year limit option in the 1966 to January Week 1 2004 file. We have left a few of the Ovid MEDLINE ® options on the list of choices so you will still be able to search the Daily Update, In-Process and Other Non-Indexed Citations for the current week, and In-Process and Other Non-Indexed Citations and Ovid MEDLINE ® 1966 to Present files if you need to.

STAT!Ref and UpToDate Move to MEDLI-NET

The AMEDD Headquarters library office has done some database moving as well. STAT!Ref and UpToDate have moved to <http://medlinet.amedd.army.mil/databases.htm> . You can still get to the databases from the AFML Website. You will need your AKO username and password to access the databases.

If you're new to the databases, STAT!Ref's includes several full text resources covering drug and medical information. Some of the resources include the most recent editions of AHFS Drug Information, Basic and Clinical Pharmacology, Current Pediatric Diagnosis and Treatment, DSV-IV, Geriatric Medicine: An Evidence Based Approach, Griffith's 5-Minute Clinical Consult, Merck Manual, USP DI Advice for the Patient, USP DI Drug Information for the Health Care Professional, William's Obstetrics, as well as many others. There is also a separate tab to allow searching of Stedman's Medical Dictionary.

UpToDate is a full-text clinical information resource to over 6,000 topic reviews that provide evidence-based answers to the most commonly asked questions in clinical practice. Areas covered include primary care, internal medicine, family practice, obstetrics and gynecology, women's health, cardiovascular medicine, endocrinology and diabetes, gastroenterology and hepatology, hematology, infectious disease, nephrology and hypertension, oncology, pulmonary and critical care medicine and rheumatology. All reviews include references.

Don't See What You Need? Ask Us!

Need an article or book for your project? Don't see it on the shelf? Ask the library staff if we can get it for you! We have an extensive interlibrary loan network and are able to obtain almost anything you need in a very timely manner. We strive to get the material to you when you need it so you can get your project done. Just let us know when you need it and we'll do our best to obtain it - this includes same day, rush material for those short suspense emergencies.

Looking for an Article from a Current Issue?

The library staff has online access to some journal titles so we are able to obtain articles from the current issue even if the print copy has not been delivered to us yet. Ask one of the library staff for further help.

Health Care Economics - Bibliography of Resources Available in the Library

Health care economics is a broad-based topic covering many areas. Economics, insurance, statistics, public health, health care provider recruitment and retention, Medicare, wellness, utilization of health care, cost of health care, health policy, and the impact of technology on health care spending, are some of the areas included.. The library has a number of resources to cover this extremely varied area - books, journals, and databases. Following is a sample of books available at the library.

Lexicon: Dictionary of Heath Care Terms, Organizations, and Acronyms. 2nd ed. Oakbrook Terrace, IL: Joint Commission on Accreditation of Healthcare Organizations; 1998. 464 p. REF W13 O45L 1999 Ready Ref Sect

A dictionary including the words, phrases, and acronyms encountered in reading about almost every aspect of health care, including business and organization terms, important legal cases and legislation, quality terminology, and performance indicators. Excluded are words and phrases that can be found in general or medical dictionaries unless they pertain to current "hot topics" or terms relevant to quality and outcomes research and measurement. Economic, marketing, or judicial processes terms as they relate to health care are included.

Rognehaugh, Richard. The Managed Health Care Dictionary. 2nd ed. Gaithersburg, MD: Aspen Publishers; 1998. 261p. W13 R735m 1998 Ready Ref. Sect.

The dictionary is a compilation of managed care terminology. Terms, including acronyms, are arranged alphabetically. In cases where an acronym is formed by multiple words, the definition is found under the acronym. The author has also tried to link all multiple variations or synonyms to a single term, which is usually an acronym. The audience for this publication includes healthcare professionals, students, healthcare consumers, managed care executives, health maintenance organizations, preferred provider organizations, hospitals, and individuals and organizations involved in health policy.

Austin, Charles J.; Boxerman, Stuart B. Quantitative Analysis for Health Services Administration. Arlington, VA : AUPHA Press ; Ann Arbor, Mich. : Health Administration Press, 1995. 333 p. W84 AA1 A9q 1995

The book is intended to assist health services administrators in understanding principles and techniques of quantitative analysis and their application to management problems in health services organizations. The material is presented from a managerial perspective emphasizing the effective use of quantitative analysis in management decisions.

The book can be used as a textbook for graduate or advanced undergraduate courses in operations research/management science for health administration programs or a general reference text for health services administrators. Users will need a basic knowledge of college algebra and elementary probability and statistics. The text includes a list of tables, figures, and index.

Austrin, Michael S. Managed Health Care Simplified: a Glossary of Terms. Albany, NY: Delmar Publishers; 1999. 212 p. W13 A938m 1999

The author has compiled a glossary of terms and acronyms relevant to the field of managed care. Terms are listed in alphabetical order and acronyms and abbreviations are cross-referenced to

their definitions. The intended audience includes healthcare professionals and consumers. The Appendix includes a listing of major associations their addresses, Internet sites, journals, magazines, and newsletters covering the managed care industry.

Benchmark Capitation Rates: The Physician's How-to Guide for Calculating Fee-for-service Equivalents. Chicago, IL: American Medical Association; 2001. 43 p. W 80 B457 2001
The guidebook was developed through the combined efforts of the American Medical Association and the California Medical Association in consultation with MMC Enterprise Risk Consulting, Inc. The guide is for physicians to use in assessing the financial viability of capitation rates proposed by health insurers. It includes national and state benchmarks for translating fee-for-service rates into capitation rates. The guide details the variations in capitation rates and allows physicians to calculate a per-member-per-month for virtually every form of capitation for a non-elderly population.

Britt, Teri; Schraeder, Cheryl; Shelton, Paul. Managed Care and Capitation: Issues in Nursing Practice. Washington, D.C.: American Nurses Publishing; 1998. 55 p. W130.1 B862m 1998
The text outlines the basic principles of managed care and associated implications for nursing. The text is divided into 10 chapters- Chapter One is an introduction to the work; Chapter Two discusses capitation within a managed care context; Chapter Three covers the financing of health care; Chapter Four deals with population-based managed care; Chapter Five discusses the issue of risk; Chapters Six through Eight discuss the issues of utilization, information, and outcomes management; Chapter Nine uses a case study to illustrate the possible roles and system of nursing care in a managed care structure; and Chapter Ten is a summary of the material presented. A list of references and a selected bibliography of material on nursing roles is included.

Eastaugh, Steven R. Health Care Finance: Cost, Productivity, and Strategic Design. Gaithersburg, MD: Aspen; 1998. 257 p. W74 E135h 1998
The audience for this work encompasses a wide group of individuals including managers, policy makers, health care providers, and graduate students. The text should provide individuals with a better understanding of medical economics and financial management literature and a renewed appreciation of the fact that consumer and medical provider behavior is only partially understood. Eastaugh examines the various cost-containment proposals put forward in the 1990s in light of the empirical research available at the time. Chapters 1-3 define the elements comprising the medical cost problem, survey the methods by which physicians and hospitals are paid, and their adaptation to those reimbursement incentives. Chapters 4 - 5 survey cost-benefit and cost-effectiveness analyses, marketing, and strategic pricing options. Chapters 6 - 7 discuss cost control including productivity measurement and improvement, scheduling, and quality improvement. Chapters 8 - 9 focus on HMOs, managed care, and long-term care options, costs, and insurance. Chapters 10 - 12 cover traditional investment and financing decisions by hospitals, long term care facilities, and group health providers. The final chapter calls for expanded access to health insurance and more recognition of quality as an important component in purchasing decisions. The references and bibliography at the end of each chapter provide resources for further reading. Tables and figures are included in each chapter.

Feldstein, Paul J. Health Care Economics. 5th ed. Albany: Delmar Publishers; 1999. 627 p. W74 F321h 1998

An introductory textbook that provides an analytical approach to the study of medical services. Included are many applications illustrating the usefulness of economics in understanding public policy issues affecting health care. The emphasis of the text is on the financing and delivery of medical services. Chapter topics include an overview of the economics of medical care, an overview of medical care markets, measuring change in the price of medical care, demand for health insurance and medical care, the market for hospital services, the market for physician, nurse, and health manpower, and the role of government in health and medical care. The user should be somewhat familiar with economic concepts that would be presented in an undergraduate microeconomics course. There are numerous tables and figures throughout book and the bibliography at end of each chapter provides resources for further information. Also useful is the source data given for the tables.

Feldstein, Paul J. Health Policy Issues: An Economic Perspective. 3rd ed. Chicago, IL: Health Administration Press; 2002. 483 p. W 74 F312hg 2002

Feldstein, an economist, uses the perspective of a market economist in presenting the chapters in this text. He states that market economists believe that markets in which suppliers compete for customers on the basis of price and quality are the most effective mechanisms for allocating resources. The text is divided into thirty-four chapters which cover issues including the rise in medical expenditures, the amount spent on medical care, health insurance, Medicare, Medicaid, the changing practice of medicine, nurse and physician surplus issues, malpractice, managed care, and the role of government in medical care. In addition to updating the charts and figures used in an earlier edition, Feldstein has added chapters dealing with the Internet and health care, the behavior of profit and not-for-profit hospitals, prescription drugs and public policy proposals, the role of the Food and Drug Administration (FDA), the cost of drugs - including the issue of lower cost for imported drugs, and the Medicare prescription drug issue. A glossary of terms discussed in the text and index is included.

Finkler, Steven A.; Ward, David M. Issues in Cost Accounting for Health Care Organizations. 2nd ed. Gaithersburg, MD: Aspen; 1999. 422 p. W74 I86 1999

The text consists of a collection of articles focusing on critical issues in health care cost accounting. The book is organized into four parts designed to parallel the sections in Essentials of Cost Accounting for Health Care Organizations, 2nd ed., also available in the library. [see call number WX 157 F499e 1999]. Part one focuses on issues related to the foundations of cost accounting; part two discusses the use of cost accounting for planning and control; part three provides additional cost accounting tools to assist in decision making; and part four discusses the latest trends and techniques in cost accounting.

Finkler, Steven A.; Ward, David M. Cost Accounting for Health Care Organizations: Concepts and Applications. 2nd ed. Gaithersburg, MD: Aspen; 1999. 890 p. WX157 F499c 1999

Finkler and Ward discuss cost accounting from a health care perspective in this text. The main focus concerns the generation of useful cost information to assist managers in making decisions. The book, although it will most likely be used by graduate and undergraduate students in health administration programs, is primarily intended for individuals already working in the health administration field. The text is divided into four parts, the first of which covers the foundations

of cost accounting, terms used to discuss cost, allocation of cost, product costing, and the relationship between cost volume and profit. The second part covers cost accounting for planning and control, including a discussion of budgeting and management control. The third part covers cost accounting tools to assist in decision making, including chapters on measuring productivity and inventory, and the fourth part covers the latest trends and techniques in cost accounting. A glossary of terms used in the text is included.

Gapenski, Louis C. *Healthcare Finance: An Introduction to Accounting and Financial Management*. Chicago, IL: Health Administration Press; 1999. 556 p. W74 G211h 1999
The book is written to teach the basic concepts of healthcare finance including both accounting and financial management. The text is meant for students and health care professionals needing to learn more about healthcare finance. An index and a bibliography at the end of each chapter are included.

Gold, Marthe R.; Siegel, Joanna E.; Russell, Louise B.; Weinstein, Milton C. *Cost-Effectiveness in Health and Medicine*. New York: Oxford University Press; 1996. 425 p. W 74 C8415 1996
The text is based on the work of the Panel on Cost Effectiveness in Health and Medicine, appointed by the U. S. Public Health Service, and contributes toward improving the methods of cost-effective analysis. The book is not a "how to do it manual" but provides an overview of the field of cost effective analyses in health care and is directed primarily at those who conduct, analyze, or direct the conduct of cost effective analysis. The book consists of nine chapters which address the roles and limitations of cost effective analysis; its theoretical foundations; framing and designing an analysis; identifying and valuing the outcomes of programs; estimating effectiveness of health interventions; estimating costs of cost effective analysis; discounting future health consequences and costs; evaluating the uncertainty of study results; and reporting results. A glossary, index, and appendix of study recommendations are included.

Isenberg, Steven F.; Gliklich, Richard E. *Profiting from Quality: Outcomes Strategies for Medical Practice*. San Francisco, CA: Jossey-Bass; 1999. 222 p. W84.1 P9639 1999
The audience includes physician leaders, spanning the range of executives in health care organizations to practitioners leading small practices. It is intended as a guidebook to health measurement, quality management, and information technology, which together comprise outcomes research.

The book is divided into three parts. The chapters in part one view several issues surrounding the quality of health care from an economist's perspective. The second part includes seven chapters and focuses on outcomes as a method to examine issues of healthcare quality and serves as a primer on the principles and practice of outcomes measurement and management. The third part includes six chapters that focus on how and why medical practices should implement outcomes measurement, that it is in their best interest. Two appendixes provide in-depth material on cost-benefit analysis for health care and developing and interpreting health measures. An index is included.

Jacobs, Philip; Rapoport, John. *The Economics of Health and Medical Care*. 5th ed. Gaithersburg, MD: Aspen Publishers; 2002. 438 p. W74 J17e 2002
The book is primarily a text in health care economics for students of public health. The text is divided into three parts, all of which concentrate on thinking about economic problems

systematically. It covers three areas which are essentially regarded as the main tasks of economics – description, explanation, and evaluation. The analyses in the text focus on the medical care market, the health insurance market, and the labor market. A glossary of health economics terms, index, and a bibliography at the end of each chapter is included.

Lee, David W. *Capitation: The Physicians' Guide*. Chicago, IL: American Medical Association; 1995. 61 p. W74 L477 1995

The text is divided into two parts and is intended to help physicians understand capitation and to teach physicians how to manage financial risk. The first part provides an overview of capitation; the second is divided into six chapters including a more in-depth discussion of capitation issues. Each chapter includes a "To learn more..." section in which resources an individual can use to learn more on the topic presented. There is an annotated listing at the end providing more detail on each resource presented in the "To learn more..." section.

Nurse Recruitment and Retention Study. Chicago, IL: American Organization of Nurse Executives(AONE); 2000. 81 p. W29 N974 2000

The report is based on the findings of a 2000 study sponsored by the American Organization of Nurse Executives Institute for Patient Care Research and Education and the HSM Group, Ltd. The 2000 study stemmed from findings of a 1999 nursing staff shortage study which indicated that hospitals would continue to be challenged in their efforts to recruit and retain qualified experienced and specialty nurses. The study results are based on responses to open-ended questions and address eight areas: diverse and personal methods of recruitment; competitive compensation and flexible benefits; respect and recognition; outstanding communication between management and staff; adequate and flexible staffing protocols; participation in decision making; professional development; and strategic planning for the future. The sources for the study included organizations identified by HSM and AONE that had received publicity for recruitment and/or retention practices and hospitals in the 1999 study on nursing shortages that had reported utilization of the highest number of recruitment and retention tools. The study findings are intended to provide direction and stimulate consideration of new approaches. An Appendix of Response Frequencies is included.

Rettig, Richard A. *Health Care in Transition: Technology Assessment in the Private Sector*. Santa Monica, CA: RAND; 1996. 140 p. W74 R439 1996

This RAND report addresses the issues of medical technology assessment done by the private health care sector, particularly managed care, and the implications of this activity for the federal government. The report is addressed to a wide range of individuals including those concerned with the institutions and processes in which medical technology is evaluated, clinical practice guideline development, policymakers and managers who use or may use technology assessment, federal and state government officials and their staffs, health care providers and organizations, the Department of Veterans Affairs, and the Department of Defense. The Table of Contents is the key to the report's contents as it does not include an index.

Rice, Thomas H. *The Economics of Health Reconsidered*. Chicago: Health Administration Press; 1998. 195 p. W74 R497e 1998

The primary purpose of the book is to reconsider the economics of health. Rice presents the ideal that economic theory does not support the idea that competition in healthcare will lead to

superior social outcome. Rice states the effectiveness of competitive approaches in the health care sector depend on the particular circumstances of the policy under consideration and the environment in which it is to be implemented. Students, health economics professionals, and noneconomists are the intended audience for the work. The book is divided into six chapters - Chapter 1 is the introduction to the work; Chapters 2 through 4 discuss microeconomic theory, market competition, supply theory, and demand theory; Chapter 5 discusses equity and distribution,; and Chapter 6 presents some closing thoughts regarding the role of competition in healthcare. Tables and figures are included along with a separate listing for each.

Scott, Claudia. *Public and Private Roles in Health Care Systems: Reform Experience in Seven OECD Countries*. Buckingham [England]; Philadelphia: Open University Press, 2001. 184 p. W74 S425p 2001

Scott's book is part of a series that aims to contribute to the debate regarding the future of health services through an analysis of major issues in health policy. The book discusses health services and their funding in seven western developed countries. There is a glossary and bibliography found at end of the text.

Shortell, Stephen M.; Kaluzny, Arnold D. *Essentials of Health Care Management*. 510 p. W84.1 S559e 1997

An undergraduate text for students interested in pursuing a career in health services management. The book is based on organizational theory and research but has an emphasis on application. Each chapter opens with a list of topics covered, learning objectives, and an "In the Real World" column describing a practical situation facing a health services organization.

The book is organized in five parts. Part one gives an overall perspective on the study of health services organizations and the associated managerial role; part two deals with the basics of managerial activity including leadership, conflict management, and negotiation; part three covers internal organizational issues such as work design, coordination and communication, and managing power and political processes; part four deals with performance issues related to organization design, strategic alliances, innovation and change, and managing for efficiency and effectiveness; part five focuses on strategic issues and attempts to anticipate future issues that will challenge health service leaders. Tables and figures are included to support chapter sections. An author and subject index is also included.

Sloan, Frank A. *Valuing Health Care: Costs, Benefits, and Effectiveness of Pharmaceuticals and Other Medical Technologies*. Cambridge, New York: Cambridge University Press, 1995. 273 p. W74 V215 1995

This book discusses and evaluates best-practice methods of conducting cost-effectiveness and cost-benefit studies of pharmaceuticals and other medical technologies. It covers a wide variety of topics, including measuring cost and effectiveness, discounting, and the use of dynamic modeling of cost-effectiveness. The text includes conceptual and practical aspects of cost-effectiveness analysis by researchers who have conducted applied research in these areas. The book seldom provides a single solution to a measurement problem; instead the reader is directed to choices among alternative approaches and an analysis of the advantages and disadvantages of each. The book is intended as a reference for individuals who plan to be users of cost-effectiveness/cost-benefit analysis. It is not intended as a "how-to" manual for these methods.

Sturm, Arthur C., Jr. The New Rules of Healthcare Marketing: 23 Strategies for Success. Chicago: Health Administration Press; 1998. 117 p. W74 S936n 1998

Sturm's book is a refresher of points to keep in mind when developing or reviewing a marketing plan. It is aimed at health care executives and marketing professionals. It aims to demystify marketing, explain what marketing has to do with success in today's environment, act as a reference source, inspire, and entertain. The writing style is conversational, and that, along with its length, makes the book a quick, enjoyable read.

Surpin, Jo; Weideman, Geri. Outsourcing in Health Care: The Administrator's Guide. Chicago, IL: AHA Press; 1999. 132p. W74 S961o 1999

The text is intended to prepare management to make informed decisions about outsourcing clinical and nonclinical services. The book opens with an introductory chapter on outsourcing and serves as a guide through the entire process. Sections of the text cover identifying services, functions, and departments that can be effectively outsourced; assessing the impact of outsourcing; selecting vendors; preparing requests for proposals and contracts; managing outsourcing relationships; and monitoring vendor performance.

The final chapter of the text covers alternatives to outsourcing.

Administrators may use the book to gain a practical knowledge of the process and use it as a reference as they move through the outsourcing steps. Managers may find the book useful for information specific to their role. All readers may find the text helpful in understanding outsourcing, its benefits and limitations, and how it can be used to serve their health care organizations.

Walker, Deborah L; Gans, David N. Rightsizing: Appropriate Staffing for Your Medical Practice. Dubuque, Iowa: Kendall/Hunt Publishing; 2003. 178 p. W80 R571 2003

The text is a Medical Group Management Publication focusing on the issue of rightsizing a medical office as a method to ensure optimal physician productivity and practice profitability and performance. The text is divided into seven chapters - the first two cover the definition of rightsizing and reasons why a medical practice should be rightsized. Chapter 3 discusses how staffing levels affect a practice's profitability; Chapter 4 discusses the concept that staff is a measure of work; Chapter 5 covers the impact of internal practice-specific factors on rightsizing; and Chapters 6 and 7 discuss staffing models and the use of a systematic approach in rightsizing a medical practice. There are five appendixes to the text which include a Frequently Asked Questions regarding the rightsizing process; a staffing resource allocation tool; MGMA benchmarks for peer comparison; MGMA benchmarks to better performing practices; and a listing of MGMA definitions of support staff positions. The book does not include an index.

Comments? Suggestions?

Have a comment? Suggestion? Ideas for future bibliography topics? Use Web site survey form! Click on the Feedback button on library Website <http://www.tricare.osd.mil/afml/default.htm>

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